



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Warren J. Leshner, Treasurer
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Morristown, NJ 07960

DEC 3 1999

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Reference: Mid-Year Report (01/01/99-06/30/99)

Dear Mr. Leshner:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-For future reports, please be advised that you should provide the complete name of any political committee that has contributed to your committee. Reporting only the name of the connected organization or abbreviating the name of the committee is inadequate.

-Contributions from individuals and persons other than political committees must be itemized if the aggregate total from the contributor exceeds \$200 in a calendar year. (2 U.S.C. §434(b)(3)) Should a committee wish to disclose contributions that do not require itemization, it must do so on a separate Schedule A and report the total amount of unitemized contributions on Line 11(a)(ii) of the Detailed Summary Page. (11 CFR §104.3(a)(4)(i))

-Your report includes computer produced formats of Unapproved Summary Page, Detailed Summary Page and Schedules A and B. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. (11 CFR §104.2(d))